



APPLICATION FOR RECORDS RETENTION SCHEDULE

910128-05

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Dept. of Natural Resources Environmental Protection Division- Land Protection Branch Hazardous Waste Management Program 205 Butler St., S.E., Suite 1154 Atlanta, Georgia 30334	Application Number	2000-0021
Application Number		Date Received	Date Completed
		JAN 28 1991	9/14/2000
2. Person to Contact Jennifer R. Kaduck		Working Title Program Manager	Telephone Number (404)656-7802
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1968 to date	5. Records Series Title (followed by title used in office, if different) Hazardous Waste Facility Compliance Files ("Red Files")		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Hazardous Waste Management Program is responsible for the implementation in Georgia of the Federal Resource Conservation and Recovery Act. This office regulates the issuance of permits, maintenance of compliance with the Georgia Hazardous Waste Management Act, and procurement of financial assurance for companies which generate, treat, store, dispose, or transport hazardous waste in Georgia. The Environmental Protection Division is empowered with the protection of the environment of Georgia in all media: air, land, water, geology, and water resources. Municipalities, industry, agriculture, and individual households are regulated in their use of our natural resources.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: regulating and documenting the compliance of hazardous waste management facilities. Included are: correspondence with subject facilities, enforcement Orders and background documents therefor, proof of financial assurance, complaint forms, inspection reports, records of sampling and analysis of soil and groundwater, Biennial Hazardous Waste Generation Reports. File is arranged: alphabetically by facility name; then chronologically by date of the document			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>3</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	3	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Routine reference by program personnel. Some enforcement activities require more than a year to resolve.

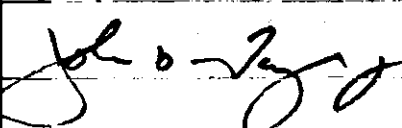
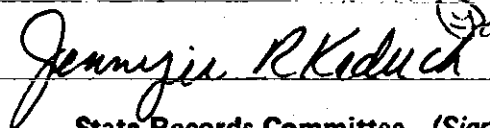
12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	1-18-91		1-23-91 11/10/90
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 910128-05		State Records Committee (Signature)	Date
State Auditor/Designee		SEE ATTACHED	
Secretary of State/Designee		STATE RECORDS COMMITTEE	
Attorney General/Designee		APPROVAL SIGNATURE SHEET	

GEORGIA STATE RECORDS COMMITTEE

RETENTION SCHEDULE APPLICATION APPROVAL SIGNATURE SHEET

The State Records Management Program has reviewed and researched DNR proposed records retention period, we recommend State Records Committee approval. A copy of the agency application accompanies this signature sheet.

If there are questions, contact Andrew S. Taylor (404 657-3848) or annotate and return the application(s) in the envelope provided.

Department of Natural Resources

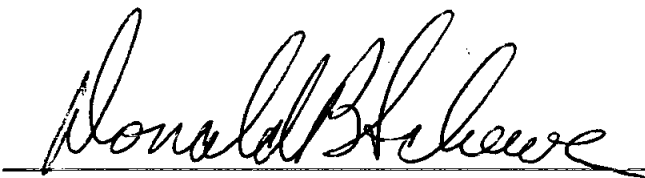
Series Title: Hazardous Waste Facility Compliance File, 1968 and Ongoing
Schedule Number: 2000-0021
Effective Date: September 14, 2000
Total Retention: Permanent

The total retention periods proposed by the above listed applications for retention schedule are adequate to protect the rights and interests of the state and of the public.

This schedule application is recommended for administrative approval under State Records Committee Criteria C: state or federal law, rule, or regulation prescribes a specific retention period.

O.C.G.A. 12-8-60 Georgia Hazardous Waste Management Act

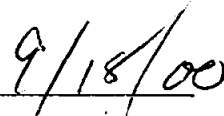
The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et seq.) We submit this retention schedule to the State Records Committee with the Recommendation that it be approved for the named record series.



Donald B. Schewe

Director, Archives and History, and

Secretary of State's Designee to the State Records Committee



Date

Attachments: Application for retention schedule number 910128-05 (photocopy)
Retention Schedule Application Signature Approval Sheet